

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						072	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
SAFEHOUSE USAGE REPORT						<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
<input checked="" type="checkbox"/>		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
1		Semi-Annual			1		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Ditto Form		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			Memo Request, Safehouse Br., RE&CD/OL		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Safehouse Manager							
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
12	\$ 7.96		3	=	23.88		2 47.76
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$47.76	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Reportedly this is required by DDS.							
25X1							
14. FUTURE GOALS 25X1							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) No Authority to Change	
16. DATE OF INVENTORY						18. EXTENSION	
8 Oct. 1970							
17. NAME AND TITLE OF PERSON FURNISHING INFORMATION							
Chief Logistics Br. / A&TS/OS							